

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

June 4, 2001

NEWS BRIEFS

END OF YEAR CHORES

With the end of the Fiscal Year approaching it's time for a few reminders.

All payments for Health Services are to be entered, approved, and released in MARS by close of business July 5, 2001.

1. For payments in which the Department/Agency is currently authorized to enter, approve and release the final date for such actions is Close of Business July 5, 2001. This includes personal service contracts, memorandum of agreements, delivery orders, etc.
2. For all payments processed by CHS/OPS/FMRB staff, the deadline for submission to FMRB is Close of Business July 3, 2001.



TIP OF THE WEEK

With summer near, many people start thinking about getting a tan. But the CDC warns that skin cancer cases are increasing and says more than a third of a million cases of skin cancer will be diagnosed this year. The CDC suggests protecting yourself from the sun's ultraviolet rays. For more information, see the CDC web site on skin cancer: <http://www.cdc.gov/ChooseYourCover/>

Intranet Site To Provide Services To CHS Employees

<http://chsnet:2001/>

CHS employees have a new resource for information – the CHS Intranet.

The CHS Intranet will be a continuously developing resource for all CHS employees. The Intranet works the same way as the Internet web site, but is only accessible to CHS employees and contains content designed for CHS employees.

The Intranet can be viewed at <http://chsnet:2001/>

The initial content on the Intranet includes:

- Strategic Planning
- Web Development
- CHS Procedures
- CHS Newsletter (Checkup)
- Personnel Information
- State News and Weather

Since this will be a resource for all CHS employees, you input on the site is needed in order to make it a truly useful resource. There have been suggestions for a calendar. What kind of items would you like to see on it? We are also considering featuring such topics as security issues, food services and how to reserve conference rooms.

Please send any comments or suggestions you have to CHS Webmaster Patrick Quirk at chswebmaster@mail.state.ky.us

If you have any trouble accessing the site, please contact him via email at chswebmaster@mail.state.ky.us



The Right Way To Turn Off Your Computer

The CHS Technical Resources Management Branch has some good advice to pass along about what you do with your computer at the end of the day. Please be sure to log off your computer in the correct manner by:

Click **Start / Shut Down.**

Select **Close all programs and log on as a different user.**

Click **Yes.**



Do NOT select **Shut Down** or **Restart the computer.** We schedule antivirus programs to run on all computers during the night. These processes run only if you log off properly.

When your computer must be shut down or restarted, those particular options may be selected. The normal daily procedure needs to be to simply log off the computer.



Evaluation Orientation For New CHS Staff


Performance evaluations are performed for all full-time classified employees with status. If you are a new CHS employee approaching the end of your initial probation and have not attended an orientation session to the new employee evaluation system, we urge you to join us!

WHAT: Performance Evaluation Orientation for New Employees

WHERE: Health Services Auditorium

WHEN: June 14, 8:30 a.m.

State regulations require that all employees complete orientation to the new performance evaluation system no later than 30 days after the initial probation period is completed.

For more information, call or email the Cabinet HRD Trainers at 564-5705. The trainers are Debborah Arnold (ext. 3134), Donna Clinkenbeard (ext. 3972) and Dawn Moreland (ext. 3330). 

We Want Your News

Do you have news that would be of interest to CHS staffers? Let the CHS Checkup know by calling 502-564-6786.

The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.




Retirement Seminar Set For June 21-22

A seminar to explain retirement benefits and the legislative changes by the 2001 General Assembly with special emphasis on the "high 3" will be June 21 and 22 at the Frankfort Civic Center.

The presentation by the Kentucky Retirement Systems will be given each day from 10 a.m. to 3 p.m., so you may attend the one that is most convenient. Advanced registration is not required.

Guidelines for attendance:

- Employees with 20 or more years of service who want details of the retirement benefits available to them may attend one of the seminars without being charged annual or compensatory leave.
- Employees who will meet the criteria for retirement within the next year must also be allowed to attend one of the seminars without being charged annual or compensatory leave.
- Employees who do not meet the criteria as listed in #1 or #2 above and wish to attend one of the seminars will be charged annual or compensatory leave for the time they are absent from work. Employees who attend and meet the criteria as listed in #1 or #2, will have their time coded to regular working hours.
- Any employee wishing to attend one of the seminars must make the request to his/her immediate supervisor in advance as prescribed by the employee's respective office procedure.

- There are no scheduling requirements for attendance to one of the seminars; the employee chooses the seminar he/she wishes to attend and obtains approval from his/her supervisor.
- Supervisors should be flexible in allowing employees to attend these seminars; however, the supervisor must be sure that services to clients or the public are not interrupted. Priority for attendance at one of these seminars must be given to employees meeting the criteria of #1 and #2. 

Dr. Caldwell Reception

A retirement reception for Dr. Glyn Caldwell, the director of the Division of Epidemiology and Health Planning, will be Thursday, June 7, from 2-4 p.m., in the Public Health Board Room.

Caldwell, who joined CHS three years ago, has an extensive career in public health, including stints with CDC, the Arizona Department of Health Services and the Tulsa City-County Health Department.

Reception For Barbara Hadley Smith

A reception honoring Barbara Hadley Smith, director of the Office of Communications, will be held Tuesday, June 5, from 2:30-4 p.m. in the 5th floor conference area next to the Secretary's Office.

Smith has been with the Cabinet for nearly five years. She is moving to the Attorney General's Office where she will be the director of communications. 